ARCHITECTS' COUNCIL OF EUROPE
CONSEIL DES ARCHITECTES D'EUROPE

AG2/06/ISF
Last update 10/01/2007

ISF (Identification and Services File)

The Architects' Council of Europe (ACE) has observed that there is an increasing demand being made on the profession to have a verifiable means of demonstrating that a person who claims to be an architect is fully and adequately qualified and that they have the legal right to use the title and to exercise the profession. This tendency has been reinforced by the increasing role that is being accorded to consumer associations and by the introduction of mandatory requirement on administrative cooperation between the competent and other Authorities of the Member States of the European Union.

The ACE has therefore decided that it would be wise for the profession to agree on a format by which the various types of information that are to be required of individual architects can be recorded. The following table is the result of the deliberations of the ACE on these matters and it believes that the format proposed will be flexible enough to accommodate different national practices whilst, at the same time, meeting the various levels of legal obligation that is to be imposed by new and upcoming legislation

Furthermore, the ACE is aware that the European Commission has developed a secure, online tool known as the Internal Market Information (IMI) System that it will be offering to competent authorities in the Member States of the EU so that they have a secure and streamlined means by which to request and transfer information without having to face barriers of language. The ACE has received assurances that any similar approach it may devise for the architectural profession will be considered for inclusion as an addendum or annexe to the IMI System.

It should be noted that the use of the format set out in this document is not compulsory for the Member Organisations of the ACE (although it is hoped that all Member Organisation will adopt it) and that only sections relevant to a particular individual case need to be filled out. Finally it should be noted that, as and when new requirements for information on the qualifications or other characteristics of a service provider need to be made available, the table can be modified or extended to suit.

A. Personal data		
1. Gender		Male
2. Prefix (Mr., Mrs., Dr., etc…)		Mr.
3. Family Name		**Schmutz**
4. First Name		Pierre Henri
5. Date of Birth		1957
6. Place of Birth		La Chaux-de-Fonds
7. Address	**Private**	4, rue du Bassin Case postale 3009 CH - 2001 Neuchâtel
8. Address	**Business**	archipha.S 4, rue du Bassin Case postale 3009 CH – 2001 Neuchâtel
9. Address	**Other**	
10. Country		Switzerland
11. Telephone	**1.**	+41 (0)32 729 82 82
12. Telephone	**2.**	+41 (0)79 333 02 85
13. Telephone	**3.**	
14. Fax	**Business**	+41 (0)32 729 82 83
15. Fax	**Private**	

16. e-mail		schmutz-archi@vtx.ch
17. Nationality		CH
18. Qualification Held		Architecte dipl. EPFZ
19. Member of (name of professional organisation)		**SIA**
20. Other memberships		**FSAI**
B. Registration Data	**G**	
1. Country		Switzerland
2. Name of Registration Body		**REG**
3. Classification		**A**
4. Professional Title		Architecte
5. Diploma		dipl. ETHZ
6. Registered Number		N° 1 / 14170 – 824 54 157 211
7. Practice experience requirement	**G**	3 years
8. Date of registration		**1984**
9. International Organisation(s) of which the Registration Body is a Member		**ACE** (represented by CSA) **FEANI** (CH sct)
10. Address of Registration Body		Weinbergstrasse 47 CH - 8006 Zurich
11. Telephone		+41 (0)44 252 32 22
12. Fax		+41 (0)44 252 32 77
13. e-mail		info@schweiz-reg.ch
14. Web address		www.schweiz-reg.ch
B.1. Authorisation to Practice (Licence)		
Description	**L***	Registre cantonal (NE*) N° 1.307
B.2. Complementary Qualification(s)		
Description (ex. State Authorisation)		Signature autorisée pour les dossiers de demande de permis de construire
B.3. Public Liability	**G**	yes
1. Firm, Policy Number		FSAI - Elvia N° U20.2.304.941
2. Personal Injury		Frs. 5,000,000.00
3. Damage to Works		Frs. 500,000.00
4. Extension to cover Financial Losses		Frs. 500,000.00
C. Education & Training		
1. Educational Institute		ETH Zürich (CH)
2. Qualification		**Architektur Diplom ETH**
3. Date		1981
4. Duration of the course of full-time study (total)		5.5 years
5. Practice experience undertaken (total duration)	**G**	1 year
6. Country		Switzerland
7. EU: In Conformity with Directive (give OJEC reference)		Bilateral agreement EU-CH/85/384 CEE
C.1. Post-Graduate / Advanced Studies		
1. Educational Institute		
2. Description		
C.2. Doctorate		
1. Educational Institute		
2. Description		
D. National Particularities		

E. Personal Particularities		
F. Qualifications Directive - Article 9		
ACE Preamble (to be completed)		
As and when the requirements of the agreed procedures within the Countries that are required to implement this Article of the Qualifications Directive become clear, this section will be expanded to include each of the required elements.		
G. Qualifications Directive Article 50		
ACE Preamble (to be completed)		
As and when the requirements of the agreed procedures within the Countries that are required to implement this Article of the Qualifications Directive become clear, this section will be expanded, if necessary, to include all of the required elements. In the interim it is known that the following elements may be required:		
1. Proof of nationality		
Applicant for himself to provide rather than for the Member State competent authority		
2. Professional competence		
Evidence of formal qualifications or attestations of professional competence, and an attestation of professional experience where applicable		
3. Nature and duration of the activity		
(Article 16 on recognition of professional experience does not apply to the sectoral professions)		
4. Proof (or declaration) of good character		
Proof that the architect has not been declared bankrupt or that pursuit of the profession has not been suspended		
5. Documentation of health		
Documentation of or the physical or mental health of the architect		
6. Proof of the architect's financial standing		
Proof (by attestation of banks and insurance undertakings of any Member State) of the architect's financial standing and/or of insurance against professional liabilities		
7. A certificate of formal qualifications		
A certificate, in addition to evidence of formal		

qualifications, from the competent authorities of the home member State, stating that this evidence of formal qualifications is that covered by the Directive.		

Legend:	
Obliged by law / Légalement imposé / Gesetzlich vorgeschrieben	**L**
Obligatory by the code of ethics / Imposé par la déontologie / Berufspflicht	**O**
Generally undertaken / Généralement pratiqué / Üblich ausgeübt	**G**

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